CONTRA COSTA REGIONAL MEDICAL CENTER

**DEPARTMENT OF FAMILY MEDICINE – FAR EAST COUNTY DIVISION MEETING**

#### MEETING MINUTES

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| P | Joseph Chavez Carey | A | Nancy Palmer |
| P | Kwan Chun | A | Jessica Roberts |
| A | David Hearst | P | Mark Smith |
| P | Michelle Holmes | A | David Solomon |
| A | Daniel Lee | P | Shyni Subash |
| P | Elise Lewis | A | Denice Tai |
| A | Daniel Lively | A | Michele Tomasulo |
| P | Wilfredo Manuntag | P | Christina Wong |
| P | Shelly Maramonte | A | Jose Yasul |
| P | Sandra Murguia-Gregory |  |  |

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| **Meeting Date: January 17, 2013** | | |
| Agenda | **Discussion** | **Action/Responsible Party** |
| **I. CALL TO ORDER** | **Call To Order**  The meeting was called to order at 12:19pm by Dr. Joseph Chavez Carey. | Dr. Carey called the meeting to order at 12:19pm. |
| APPROVAL OF MINUTES | There are no minutes to approve from the last meeting. | Information only. |
| **III. ANNOUNCMENTS** | | |
| 1. **Provider efficiency training in February** | Reference Dr. Rajiv Pramanik's email from January 8, 2013. | Information only. |
| DEA fee is waived | The group should be aware that the DEA fee is waived. AAFP fee can be reimbursed. License is not reimbursed. See 1/10/13 email from Dr. Joseph Chavez Carey. | Information only. |
| OB labs not loading | There is a known issue where the OB labs are not loading on the visit navigator. It is being worked on. | Information only. |
| New Far East charge nurse | Tammy Hamon is the new Far East charge nurse. | Information only. |
| Individual/Team luncheons | Provider/LVN/Care coordinator – we will be scheduling providers for luncheons with their LVNs and Care Coordinators individually to talk about roles and responsibilities with panel management. | Dr. Chavez Carey to coordinate meetings with Sylvia Elizarraraz and Linda Jursa. |
| Flu season | Flu season is here. CCHP covers Tamiflu 75 ml solution or 10 capsules for 6 months. | Information only. |
| Norovirus outbreak | There is a norovirus outbreak in Lone Tree Convalescent Hospital in Antioch and Westmont Living in Brentwood. | Information only. |
| Antioch break-ins | Staff are reminded to please continue to remember to close the blinds when leaving the clinic. | Information only. |
| **IV. Quality Assessment/ Performance Improvement** | | |
| 1. **MEC Highlights** | MEC meeting was postponed. |  |
| 1. **Peer Review** | Reviewed the fact that peer review will be centralized and is still in the transitional phase. Two representatives from Far East will be going and providers will be notified if their case is going to be reviewed. | Information only. |
| **V. OLD BUSINESS** | | |
| 1. **Approval of new template for the roster reduction task force** | Template numbers and characteristics of slots discussed by group. Group questioned whether the ER slot will be preferably made with the patient's PCP and will they convert to a PCP? | Dr. Chavez Carey is going to clarify the properties of the ER slot. Also, there was a suggestion made to move the provider-approved window to 24 hours and Dr. Chavez Carey is going to bring that up at the next DFMLG. |
| 1. **HIM scanning policy** | We are planning a meeting with Dr. Ori Tzvieli and Donna Page to discuss HIM scanning as relates to provider communications and labeling in ccLink to help providers better review outside records. | Information only. |
| 1. **Vacation cross-coverage update** | The group had a lengthy discussion as to the best way to divide vacation cross-coverage among the two groups, whether by position hours, admin hours or clinic hours. It became clear that using admin time is probably not a good method, as admin time is linked to position hours more closely than clinic hours, so does not accurately reflect in all cases the amount of clinic work. Group seems to have consensus that if we are going to make a change, it should be based on the number of clinics, and with factoring in short-notice clinics as perhaps 50%. | Dr. Chavez Carey is to come up with a proposal for a change and get back to the group for an up or down vote at the next meeting. Will email to group prior to meeting for suggestions. |
| **VI.** **NEW BUSINESS** | | |
| **A. Second monthly meeting** | Discussion held on what to do with the 2nd monthly division meeting, described not as a meeting for official business but rather an educational supplementary with voluntary attendance. Suggestions were made by Dr. Maramonte for a journal club, by Dr. Chavez Carey for a ccLink discussion and perhaps presentation of clinical cases, and Dr. Maramonte suggested perhaps rotating the topic of discussion every month between different types of meetings. | Dr. Chavez Carey to send an email to the group to gauge interest and field ideas and come up with a schedule. The plan will be for next meeting to have it be a ccLink update with new changes, tips and efficiency strategies. |
| **B. Coverage for resident inbaskets in Antioch** | LVN panel managers in Antioch have, at times, had issues with delayed responses to inbasket messages for residents. Dr. Chavez Carey has been in communication with lead preceptor Dr. Lisa Quinones, who recommended that for the time being, the care coordinator can take the question to the preceptor on duty. | Dr. Chavez Carey suggested that preceptors get together as a group and come up with a plan for management of this issue. An email has been sent also to Dr. Roe to help coordinate coverage. |
| * 1. **Review of triplicate cross coverage policy** | At the last DFMLG meeting, Dr. Chavez Carey asked if there was a triplicate cross coverage policy and was told that there is not. There have issues when providers have been on vacation, with cross-covering colleagues not feeling comfortable filling triplicates, especially when there are large quantities of pills involved or high doses. Discussion was had by the group: Dr. Chun felt that in a previous meeting in 2012, there had been an understanding that all cross-covering providers should definitely fill triplicates regardless for their colleagues. Group consensus was that cross-covering providers should at least fill triplicates until the PCP can be physically present in clinic again, or for the amount of time that they are comfortable with, and arrange for further fills past that time. We did understand that it is within each of our judgment to decide whether or not to fill a triplicate. We also discussed strategies that PCPs can use to prevent the need for triplicate cross-coverage, such as setting a reminder to fill triplicates, especially if we're going to be going on vacation. | Information only. |
| * 1. **Managing questions from pharmacy on antibiotics** | There have been recent issues with children written scripts for antibiotics with the pharmacy having questions about antibiotics not filled the same day. At the last admin meeting, we discussed a phone line for area pharmacies to use where they could call with questions about issues like that and speak to somebody with clinical training so that the issue can be managed same day. | Information only. |
| * 1. **Primer on education money and CME hours** | Group reminded that they can contact Chris Hauser in the Medical Staff Office to ask about their allotment of education money and CME hours and how to use them and for what purposes. | Information only. |
| * 1. **Team huddles - each clinic** | There has been a proposal from Sylvia Elizarraraz and Linda Jursa to possibly start doing 5 minute clinical team huddles during each clinic. | Discussion of this proposal is deferred to next meeting. |
| * 1. **Antioch representative for Admin meetings** | Is anyone interested in being the Antioch rep at Admin meetings? | Discussion is deferred to next meeting. |
| VII. MEETING ADJOURNED | ADJOURNED  Dr. Chavez Carey adjourned the meeting. Next meeting date – 2/21/13. | The meeting was adjourned Dr. Chavez Carey. |